

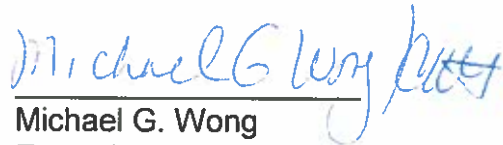


HARRISONBURG
REDEVELOPMENT AND
HOUSING AUTHORITY
P.O. BOX 1071
HARRISONBURG, VA 22803

Phone/VTDD 540-434-7386
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January 11, 2019

The Regular Meeting of the Harrisonburg Redevelopment and Housing Authority's Board of Commissioners will be held on Wednesday, January 16, 2019 at 4:00 p.m., at the office of the Authority located at 286 Kelley Street, Harrisonburg, Virginia.


Michael G. Wong
Executive Director

Enclosures

AGENDA
Regular Meeting
January 16, 2019

- I. Call to order and determination of quorum
- II. Review and Approval of Minutes
 - November 2018
- III. Review and Approval Financial Statements
 - November 2018
 - December 2018
- IV. Reports
 - A. Executive Director
 1. Public Comment
 2. Update East Gay Street Project
 - B. Any New Business/ Old Business
 1. Strategic Initiatives Updates
 - Homeownership and Neighborhood Revitalization
 - Addressing Homelessness and Affordable Housing
 - Improving Organizational Efficiency and Effectiveness
 - C. Management Reports
 1. Housing Choice Voucher Management Report
 2. J.R. "Polly" Lineweaver/Lineweaver Annex Program Management Report
 3. Franklin Heights Program Management Report
 4. Commerce Village Management Report
 5. Family Self Sufficiency Management Report
 6. Financial Monthly Report & Quarterly Investment Update

MINUTES

Regular Meeting
November 14, 2018

The Regular Meeting of the Harrisonburg Redevelopment & Housing Authority Board of Commissioners was held on Wednesday November 14, at 4:00 p.m., at the office of the Authority located at 286 Kelley Street, Harrisonburg Virginia.

Those present were:

Elroy Miller, Chair
Tom Dawson, Vice Chair
Tim Smith, Commissioner
Scott Gallagher, Commissioner
John Hall, Commissioner

Also present were:

Michael G. Wong, Executive Director
Melisa Michelson, Attorney

The Regular Meeting was called to order and quorum declared present by Elroy Miller, Chair. Mr. Wong then presented the minutes from the October 17, 2018 meeting for consideration of approval. After a period of discussion, the minutes were unanimously approved on a motion from Commissioner Hall seconded by Vice Chair Dawson. Mr. Wong then presented the October 2018 financial statements for consideration for approval. After a period of discussion, Commissioner Gallagher seconded by Commissioner Hall made the motion for approval. This motion was unanimously approved.

Chairperson Miller then opened the floor for general Public Comment. Receiving no comment, Mr. Wong provided an update on the Gay Street project. He related that the City Council unanimously disapproved the resolution in support of the project which eliminated the grant application submission and the overall viability of proposed housing project. He related of being surprised with the decision with the primary concerns voiced being that there was too much public housing already in the northeast community and that the Authority is not maintaining the property it currently owns. He stated of the decision being a clear "not in my backyard issue". He related that since the meeting he has met with several of the City Council members and the City Manager concerning the decision and their concerns. He stated of the City Manager's willingness to schedule a joint meeting between the Board and Council with the goal of defining affordable housing and establishing a vision for the City. He stated of 75% completion of the predevelopment process of the project and of the plan to continue with the full completion with the hope that the council would reconsider. He stated of the next grant application is the end of March 19. No action was taken on this update.

Mr. Wong then presented a resolution for consideration for the Authority's interest and intent to participate in Housing and Urban Development's Move to Work Demonstration

project. He related of HUD expanding the program by 100 agencies with selection in the project allowing the Authority to have flexibility to develop policies and evaluate and test strategies that reduce costs, increase self-sufficiency and increase housing choice. He stated of the desire to implement an incentive program that increases self-sufficiency and engages landlords to expand choice. He stated of the Authority being eligible due to its current high performance standard and the project targeting agencies the Authority size. After a period of discussion, Commissioner Smith seconded by Commissioner Gallagher made the motion approving the resolution. This motion was unanimously approved.

Mr. Wong then presented the 2018 inventory and bad debt write off. After a period of discussion, Commissioner Hall seconded by Vice Chair Dawson made the motion approving the 2018 inventory and bad debt write off. This motion was unanimously approved

Mr. Wong then presented the 2017 990"s for the Lineweaver Annex and Shenandoah Housing Corporation for consideration of approval. He related that the tax report reflects the minimum action conducted by these instruments during that time period. After a period of discussion, Commissioner Hall seconded by Commissioner Vice Chair Dawson made the motion to approve the Shenandoah Housing and Lineweaver Annex Corporations 990"s. This motion was unanimously approved.

Commissioner Smith seconded by Commissioner Gallagher then made the motion to go into closed session to discuss the disposition of real property 2.2-3711(A)(3). A roll call was taken and the motion was unanimously approved

Elroy Miller, Chairman	Aye
Tom Dawson, Vice Chairman	Aye
Scott Gallagher, Commissioner	Aye
Tim Smith, Commissioner	Aye
John Hall, Commissioner	Aye

After a period of discussion, Commissioner Gallagher seconded by Commissioner Smith made the motion to go out of closed session. A roll call was taken certifying to the best of each member's knowledge only public business matters lawfully exempted from open meeting requirements under the Virginia freedom of information act and only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Authority.

Elroy Miller, Chairman	Aye
Tom Dawson, Vice Chairman	Aye
Scott Gallagher, Commissioner	Aye
Tim Smith, Commissioner	Aye
John Hall, Commissioner	Aye

Mr. Wong then recognized and expressed his thanks and appreciation to Chairman Miller and Vice Chair Dawson for their service to the Authority. He related of a number of significant projects were completed under their leadership which has made a positive difference in the lives of many individuals within the community.

Mr. Wong then provided brief program updates on Authority's strategic initiatives, Franklin Heights, the Family Self Sufficiency Program, Lineweaver Annex, JR Polly Lineweaver, Commerce Village and the Housing Choice Voucher program. Vice Chair Dawson seconded by Commissioner Smith then made the motion to approve the management reports and to adjourn. This motion was unanimously approved.

Michael G. Wong
Executive Director

Elroy Miller
Chairperson

LOCAL COMMUNITY DEVELOPMENT (LCD)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of November 2019

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3410 HMIS COC Homelessness Grant-16	84,072.00	7,006.00	0.00	70,493.99	77,066.00	(6,572.01)
3410 VHSP-VA Hsg Solutions Prgm Grant	53,004.00	4,417.00	0.00	40,439.78	48,587.00	(8,147.22)
3610 Interest Income	0.00	0.00	0.10	1.19	0.00	1.19
3690 Other Income	0.00	0.00	0.00	11,750.00	0.00	11,750.00
3690 Developer's Fees	135,000.00	11,250.00	0.00	0.00	123,750.00	(123,750.00)
3690 Admin. Fees	14,000.00	1,166.67	0.00	11,364.03	12,833.33	(1,469.30)
3690 Application Fees	15,000.00	1,250.00	0.00	0.00	13,750.00	(13,750.00)
3690 Lease Income	4,800.00	400.00	400.00	4,400.00	4,400.00	0.00
3690 Management Fees-CV	4,030.00	335.83	827.87	8,984.76	3,694.17	5,290.59
3690 BPort Net Receipts	181,418.00	15,118.17	13,686.71	204,440.93	166,299.83	38,141.10
3690 Lineweaver Apts. Net Receipts	349,200.00	29,100.00	29,063.33	330,361.27	320,100.00	10,261.27
Total Receipts	840,524.00	70,043.67	43,978.01	682,235.95	770,480.33	(88,244.38)
Expenses:						
Administration						
4110 Adm Salaries	123,446.00	10,287.17	1,012.86	109,823.44	113,158.83	(3,335.39)
4540 Adm Benefits	37,034.00	3,086.17	2,948.09	33,453.11	33,947.83	(494.72)
4130 Legal Expense	10,000.00	833.33	13,765.00	20,562.20	9,166.67	11,395.53
4140 Staff Training	5,000.00	416.67	400.00	3,360.00	4,583.33	(1,223.33)
4150 Travel	17,000.00	1,416.67	13,379.71	26,266.45	15,583.33	10,683.12
4171 Auditing Fees	3,000.00	250.00	2,740.00	2,740.00	2,750.00	(10.00)
4190 Sundry-Admin. Exp	28,500.00	2,375.00	7,853.86	26,104.25	26,125.00	(20.75)
4190 VHSP-VA Hsg Solutions Prgm Grant	53,004.00	4,417.00	2,712.88	49,930.92	48,587.00	1,343.92
4190 HMIS Match for Grant Funds	10,000.00	833.33	285.02	10,328.22	9,166.67	1,161.55
4190 Community Donations (OpDr/COC, etc)	30,000.00	2,500.00	0.00	10,455.95	27,500.00	(17,044.05)
4190 HMIS Homeless Assistance-17	17,306.17	1,442.18	0.00	10,174.40	15,863.99	(5,689.59)
4190 HMIS Homeless Assistance-16	66,765.83	5,563.82	0.00	66,765.83	61,202.01	5,563.82
Total Administration	401,056.00	33,421.33	45,097.42	369,964.77	367,634.67	2,330.10
Utilities						
4320 Electric	3,150.00	262.50	150.53	2,227.04	2,887.50	(660.46)
4330 Gas	1,500.00	125.00	52.49	1,040.66	1,375.00	(334.34)
Total Utilities	4,650.00	387.50	203.02	3,267.70	4,262.50	(994.80)
Maintenance						
4410 Maintenance Salaries	25,000.00	2,083.33	1,872.96	21,439.38	22,916.67	(1,477.29)
4540 Maintenance Benefits	9,700.00	808.33	619.79	6,498.74	8,891.67	(2,392.93)
4420 Materials	5,000.00	416.67	408.77	6,389.09	4,583.33	1,805.76
4430 Contract Costs	5,500.00	458.33	138.61	4,539.81	5,041.67	(501.86)
Total Maintenance	45,200.00	3,766.67	3,040.13	38,867.02	41,433.33	(2,566.31)
General:						
4510 Insurance	10,500.00	875.00	0.00	9,252.90	9,625.00	(372.10)
4570 Collection Loss/Bad Debt Expens	0.00	0.00	0.00	0.00	0.00	0.00
4000 Bport Expenses	21,140.00	1,761.67	2,279.93	33,113.50	19,378.33	13,735.17
4000 Lineweaver Apartments Expenses	357,466.00	29,788.83	20,524.33	258,417.99	327,677.17	(69,259.18)
Total General	389,106.00	32,425.50	22,804.26	300,784.39	356,680.50	(55,896.11)
TOTAL EXPENSES	840,012.00	70,001.00	71,144.83	712,883.88	770,011.00	(57,127.12)
TOTAL RECEIPTS TO DATE						682,235.95
TOTAL EXPENSES TO DATE						712,883.88
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						(30,647.93)

Michael G. Wong, Executive Director

Date

10/17/19

LINEWEAVER ANNEX APARTMENTS
Statement of Revenues, Expenses, and Changes in Fund Equity
Attachment A
For the Month of November 2018

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Rental Income	226,980.00	18,915.00	17,633.00	208,493.16	208,065.00	428.16
3410 HAP Funding	122,220.00	10,185.00	10,987.29	111,154.00	112,035.00	(881.00)
3690 Other Income-Laundry	4,250.00	354.17	395.44	3,401.36	3,895.83	(494.47)
3690 Other Income-Late fees, workord	4,250.00	354.17	47.60	7,312.75	3,895.83	3,416.92
Total Receipts	357,700.00	29,808.33	29,063.33	330,361.27	327,891.67	2,469.60
Expenses:						
Administration:						
4110 Adm Salaries	59,610.00	4,967.50	4,580.96	55,035.83	54,642.50	393.33
4540 Adm Benefits	20,092.00	1,674.33	1,592.87	17,318.27	18,417.67	(1,099.40)
4130 Legal Fees	1,500.00	125.00	(2,500.00)	1,461.91	1,375.00	86.91
4140 Staff Training	1,000.00	83.33	0.00	135.00	916.67	(781.67)
4150 Travel	1,000.00	83.33	0.00	1,322.61	916.67	405.94
4171 Auditing	1,000.00	83.33	1,000.00	1,000.00	916.67	83.33
4190 Sundry	18,900.00	1,575.00	(802.56)	8,556.36	17,325.00	(8,768.64)
Total Administration	103,102.00	8,591.83	3,871.27	84,829.98	94,510.17	(9,680.19)
Tenant Services:						
4240 Tenant Services-Other	1,000.00	83.33	0.00	100.00	916.67	(816.67)
Total Tenant Serv.	1,000.00	83.33	0.00	100.00	916.67	(816.67)
Utilities:						
4310 Water	8,700.00	725.00	777.30	6,838.69	7,975.00	(1,136.31)
4320 Electricity	70,000.00	5,833.33	2,968.90	39,605.29	64,166.67	(24,561.38)
4390 Sewer	25,150.00	2,095.83	1,863.60	20,402.40	23,054.17	(2,651.77)
Total Utilities	103,850.00	8,654.17	5,609.80	66,846.38	95,195.83	(28,349.45)
Maintenance:						
4410 Maintenance Salaries	40,120.00	3,343.33	2,722.29	36,239.73	36,776.67	(536.94)
4540 Maintenance Benefits	13,394.00	1,116.17	844.08	11,357.78	12,277.83	(920.05)
4420 Materials	20,000.00	1,666.67	3,419.69	13,069.43	18,333.33	(5,263.90)
4430 Contract Costs	65,000.00	5,416.67	2,499.28	33,201.86	59,583.33	(26,381.47)
Total Maintenance	138,514.00	11,542.83	9,485.34	93,868.80	126,971.17	(33,102.37)
General Expenses:						
4510 Insurance Expenses	9,000.00	750.00	120.66	8,836.29	8,250.00	586.29
4570 Collection Loss	2,000.00	166.67	3,936.54	3,936.54	1,833.33	2,103.21
Total General Exp.	11,000.00	916.67	4,057.20	12,772.83	10,083.33	2,689.50
TOTAL EXPENSES	357,466.00	29,788.83	23,023.61	258,417.99	327,677.17	(69,259.18)
TOTAL RECEIPTS TO DATE						330,361.27
TOTAL EXPENSES TO DATE						258,417.99
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						71,943.28

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT
TO THE BEST OF MY KNOWLEDGE AND BELIEF

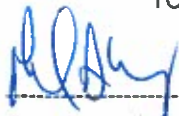

Lisa Benasher, Lineweaver Manager

12-17-18
Date

BRIDGEPORT COMPLEX
Statement of Revenues, Expenses, and Changes in Fund Equity
Attachment B
For the Month of November 2018

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3690 Rental Income	181,418.00	15,118.17	13,686.71	170,753.49	166,299.83	4,453.66
3690 Other Income	0.00	0.00	0.00	33,687.44	0.00	33,687.44
Total Receipts	181,418.00	15,118.17	13,686.71	204,440.93	166,299.83	38,141.10
Expenses:						
 Operations						
4130 Legal Expenses	1,000.00	83.33	0.00	0.00	916.67	(916.67)
4190-Sundry-Phone	500.00	41.67	0.00	396.43	458.33	(61.90)
Total Op. Expenses	1,500.00	125.00	0.00	396.43	1,375.00	(978.57)
 Utilities:						
4310 Water	600.00	50.00	129.00	660.00	550.00	110.00
4320 Electricity	2,400.00	200.00	0.00	0.00	2,200.00	(2,200.00)
4330 Gas	2,400.00	200.00	0.00	0.00	2,200.00	(2,200.00)
4310 Sewer	1,240.00	103.33	0.00	0.00	1,136.67	(1,136.67)
Total Utilities	6,640.00	553.33	129.00	660.00	6,086.67	(5,426.67)
 Maintenance:						
4420 Materials	3,000.00	250.00	0.00	692.00	2,750.00	(2,058.00)
4430 Contract Costs	10,000.00	833.33	534.10	13,702.86	9,166.67	4,536.19
Total Maintenance	13,000.00	1,083.33	534.10	14,394.86	11,916.67	2,478.19
 General Expenses:						
4510 Insurance Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4580 Interst Expense	0.00	0.00	1,616.83	17,662.21	0.00	17,662.21
Total General Exp.	0.00	0.00	1,616.83	17,662.21	0.00	17,662.21
TOTAL EXPENSES	21,140.00	1,761.67	2,279.93	33,113.50	19,378.33	13,735.17
TOTAL RECEIPTS TO DATE						204,440.93
TOTAL EXPENSES TO DATE						33,113.50
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						171,327.43

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT
TO THE BEST OF MY KNOWLEDGE AND BELIEF



Michael G. Wong
Executive Director




Date

Please note: A principal payment to Bank of the James was made in the amount of \$1,991.31 for a total of \$22,027.33 for this fiscal year.

Housing Choice Voucher Program (HCV)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of November 2018

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts						
3300RC Adm-Fraud/Abuse/Set Off De	16,000.00	1,333.33	277.49	12,719.71	14,666.67	(1,946.96)
3300RC HAP-Fraud/Abuse/Set Off De	16,000.00	1,333.33	(50.51)	12,719.71	14,666.67	(1,946.96)
3300 FSS Fort.	0.00	0.00	1,116.00	9,760.00	0.00	9,760.00
3300 Portability Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
3610 Interest-HAP	0.00	0.00	0.00	0.00	0.00	0.00
3610 Interest-Adm	0.00	0.00	0.00	0.00	0.00	0.00
3410 HCV FSS Grant Funds	28,444.00	2,370.33	2,188.04	26,253.18	26,073.67	179.51
3410 HCV HAP Payment-Adm Fees	437,219.00	36,434.92	55,836.00	425,166.00	400,784.08	24,381.92
3410 HCV HAP Payment-HAP Fees	5,569,314.00	464,109.50	428,463.00	5,262,171.00	5,105,204.50	156,966.50
Total Receipts	6,066,977.00	505,581.42	487,830.02	5,748,789.60	5,561,395.58	187,394.02
Expenses						
Administration						
4110 Adm Salaries	266,987.00	22,248.92	13,831.23	245,516.69	244,738.08	778.61
4110 FSS Salaries (grant portion)	28,444.00	2,370.33	2,188.04	26,253.18	26,073.67	179.51
4540 Adm/FSS Benefits	93,760.00	7,813.33	6,415.56	83,027.68	85,946.67	(2,918.99)
4130 Legal Fees	0.00	0.00	(2,665.00)	0.00	0.00	0.00
4140 Staff Training	0.00	0.00	980.00	3,105.00	0.00	3,105.00
4150 Travel	0.00	0.00	447.80	7,155.23	0.00	7,155.23
4171 Auditing Fees	8,000.00	666.67	8,000.00	8,000.00	7,333.33	666.67
4190 Sundry	40,000.00	3,333.33	3,600.31	34,540.47	36,666.67	(2,126.20)
4190.1 Portability Fees	2,000.00	166.67	458.25	4,918.92	1,833.33	3,085.59
Total Administration	439,191.00	36,599.25	33,256.19	412,517.17	402,591.75	9,925.42
Utilities						
4310 Water	0.00	0.00	0.00	0.00	0.00	0.00
4320 Electric	0.00	0.00	0.00	0.00	0.00	0.00
4330 Gas	0.00	0.00	0.00	0.00	0.00	0.00
4390 Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance						
4420 Maintenance Salaries	0.00	0.00	0.00	0.00	0.00	0.00
4540 Maintenance Benefits	0.00	0.00	0.00	0.00	0.00	0.00
4420 Materials	0.00	0.00	0.00	0.00	0.00	0.00
4430 Contract Costs (Unit Inspections)	0.00	0.00	0.00	0.00	0.00	0.00
Total Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
General						
4510 Insurance	10,200.00	856.33	0.00	8,514.91	9,419.63	(904.72)
4570 Collection Loss	0.00	0.00	0.00	0.00	0.00	0.00
4715 HAP Portability In	0.00	0.00	0.00	0.00	0.00	0.00
Total	10,200.00	856.33	0.00	8,514.91	9,419.63	(904.72)
Total Expenses (excluding HAP)	449,391.00	37,455.58	33,256.19	421,032.08	412,011.38	9,020.70
4715 HAP	5,579,869.00	464,989.08	449,328.00	4,971,275.58	5,114,879.92	(143,604.34)
4715 UAP	0.00	0.00	14,081.00	135,957.60	0.00	135,957.60
4718 FSS Escrow	0.00	0.00	6,373.00	66,133.00	0.00	66,133.00
HAP Total	5,579,869.00	464,989.08	469,782.00	5,173,366.18	5,114,879.92	58,486.26
Total Expenses	6,029,260.00	502,444.66	503,038.19	5,594,398.26	5,526,891.30	67,506.96
TOTAL RECEIPTS TO DATE						5,748,789.60
TOTAL EXPENSES TO DATE						5,594,398.26
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss						154,391.34
					Adm Funds	43,106.81
					HAP Funds	111,284.53

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT
TO THE BEST OF MY KNOWLEDGE AND BELIEF



Liz Webb, Housing Choice Voucher Mgr



Date

J. R. "POLLY" LINEWEAVER (JRL)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of November 2018

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Dwelling Rent	176,256.00	14,688.00	13,053.99	150,357.51	161,568.00	(11,210.49)
3410 HAP Funding	264,383.00	22,031.92	22,077.00	243,691.00	242,351.08	1,339.92
3410 Service Coord Grant-2017	63,045.18	5,253.77	4,599.78	53,195.93	57,791.42	(4,595.49)
3690 Other Income-Laundry	6,000.00	500.00	395.45	3,401.45	5,500.00	(2,098.55)
3690 Other Income-Late fees,w/orders	6,000.00	500.00	263.54	9,965.66	5,500.00	4,465.66
Total Receipts	515,684.18	42,973.68	40,389.76	460,611.55	472,710.50	(12,098.95)
Expenses:						
Administration						
4110 Adm Salaries	59,610.00	4,967.50	4,457.92	53,537.80	54,642.50	(1,104.70)
4540 Adm Benefits	20,091.00	1,674.25	1,583.51	17,205.13	18,416.75	(1,211.62)
4130 Legal Fees	1,500.00	125.00	(2,300.00)	1,436.94	1,375.00	61.94
4140 Staff Training	1,000.00	83.33	0.00	135.00	916.67	(781.67)
4150 Travel	1,000.00	83.33	(443.00)	879.60	916.67	(37.07)
4171 Auditing Fees	2,000.00	166.67	2,000.00	2,000.00	1,833.33	166.67
4190 Sundry	18,900.00	1,575.00	302.97	11,715.02	17,325.00	(5,609.98)
Total Administration	104,101.00	8,675.08	5,601.40	86,909.49	95,425.92	(8,516.43)
Tenant Services:						
4220-40 Service Coord Grant-2017	63,045.18	5,253.77	4,443.70	53,195.73	57,791.42	(4,595.69)
4230 Tenant Services-Other	1,000.00	83.33	0.00	100.00	916.67	(816.67)
Total Tenant Serv.	64,045.18	5,337.10	4,443.70	53,295.73	58,708.08	(5,412.35)
Utilities:						
4310 Water	7,500.00	625.00	748.22	7,235.28	6,875.00	360.28
4320 Electric	65,000.00	5,416.67	4,903.59	68,193.91	59,583.33	8,610.58
4390 Sewer	25,000.00	2,083.33	1,925.72	21,512.14	22,916.67	(1,404.53)
Total Utilities	97,500.00	8,125.00	7,577.53	96,941.33	89,375.00	7,566.33
Maintenance:						
4410 Maintenance Salaries	40,120.00	3,343.33	2,722.33	36,240.05	36,776.67	(536.62)
4540 Maintenance Benefits	13,394.00	1,116.17	844.17	11,358.77	12,277.83	(919.06)
4420 Materials	5,000.00	416.67	(1,286.59)	5,164.50	4,583.33	581.17
4430 Contract	55,000.00	4,583.33	640.22	46,235.72	50,416.67	(4,180.95)
Total Maintenance	113,514.00	9,459.50	2,920.13	98,999.04	104,054.50	(5,055.46)
General:						
4510 Insurance	12,000.00	1,000.00	0.00	12,449.16	11,000.00	1,449.16
4570 Collection Loss	0.00	0.00	2,842.35	2,842.35	0.00	2,842.35
4580 United Bank Bond Interest	49,696.00	4,141.33	3,342.66	37,039.93	45,554.67	(8,514.74)
Total General	61,696.00	5,141.33	6,185.01	52,331.44	56,554.67	(4,223.23)
TOTAL EXPENSES	440,856.18	36,738.02	26,727.77	388,477.03	404,118.17	(15,641.14)
TOTAL RECEIPTS TO DATE						460,611.55
TOTAL EXPENSES TO DATE						388,477.03
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						72,134.52

I CERTIFY THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF


 Lisa Benasher, Lineweaver Manager


 Date

Please note: A principal payment to United Bank was made in the amount of \$6,323.62 for a total of \$69,289.15 for this fiscal year.

FRANKLIN HEIGHTS, LLC
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of November 2018

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Dwelling Rent	411,000.00	34,250.00	32,166.63	334,392.43	376,750.00	(42,357.57)
3410 HAP Funding	958,775.00	79,897.92	87,301.00	950,892.00	878,877.08	72,014.92
3610 Interest Income	50.00	4.17	0.00	0.00	45.83	(45.83)
3690 Other Income-Late fees, etc.	10,000.00	833.33	1,878.64	20,625.22	9,166.67	11,458.55
3410 Other Receipts-CDBG Funds	140,000.00	11,666.67	0.00	140,000.00	128,333.33	11,666.67
Total Receipts	1,519,825.00	126,652.08	121,346.27	1,445,909.65	1,393,172.92	52,736.73
Expenses:						
Administration						
4110 Adm Salaries	161,985.00	13,498.75	20,879.56	184,746.57	148,486.25	36,260.32
4540 Adm Benefits	54,520.00	4,543.33	4,953.18	57,541.08	49,976.67	7,564.41
4130 Legal Fees	2,000.00	166.67	(6,300.00)	1,984.43	1,833.33	151.10
4140 Staff Training	1,000.00	83.33	0.00	2,025.00	916.67	1,108.33
4150 Travel	1,500.00	125.00	(3,100.00)	1,433.92	1,375.00	58.92
4171 Auditing Fees	1,600.00	133.33	1,600.00	1,600.00	1,466.67	133.33
4190 Sundry	24,000.00	2,000.00	(1,842.65)	21,122.26	22,000.00	(877.74)
Total Administration	246,605.00	20,550.42	16,190.09	270,453.26	226,054.58	44,398.68
Tenant Services						
4240 Tenant Services-Recreation	1,500.00	125.00	0.00	469.16	1,375.00	(905.84)
Total Tenant Services	1,500.00	125.00	0.00	469.16	1,375.00	(905.84)
Utilities						
4310 Water	0.00	0.00	612.55	(849.28)	0.00	(849.28)
4320 Electric	16,500.00	1,375.00	667.33	8,578.73	15,125.00	(6,546.27)
4330 Gas	2,500.00	208.33	71.33	1,218.26	2,291.67	(1,073.41)
4390 Sewer	0.00	0.00	208.17	(2,376.41)	0.00	(2,376.41)
Total Utilities	19,000.00	1,583.33	1,559.38	6,571.30	17,416.67	(10,845.37)
Maintenance						
4410 Maintenance Salaries	164,000.00	13,666.67	9,362.20	123,488.35	150,333.33	(26,844.98)
4540 Maintenance Benefits	50,840.00	4,236.67	2,614.29	35,419.94	46,603.33	(11,183.39)
4420 Materials	41,000.00	3,416.67	2,344.87	27,418.40	37,583.33	(10,164.93)
4430 Contract	120,000.00	10,000.00	6,726.69	71,272.30	110,000.00	(38,727.70)
Total Maintenance	375,840.00	31,320.00	21,048.05	257,598.99	344,520.00	(86,921.01)
General						
4510 Insurance	37,520.00	3,126.67	0.00	39,079.63	34,393.33	4,686.30
4570 Collection Loss	0.00	0.00	5,188.04	5,188.04	0.00	5,188.04
4590 Real Estate Taxes	20,800.00	1,733.33	11,855.18	23,644.62	19,066.67	4,577.95
4580 Interest Expense-HHR	108,350.00	9,029.17	0.00	102,850.00	99,320.83	3,529.17
4580 Interest Expense-FH	111,303.00	9,275.25	0.00	145,925.00	102,027.75	43,897.25
4580 Interest Expense-FORK(UB)	36,383.00	3,031.92	2,349.19	26,031.23	33,351.08	(7,319.85)
4580 Interest Expense-FORK(Seller Fin)	50,564.00	4,213.67	3,904.10	43,998.96	46,350.33	(2,351.37)
Total General	364,920.00	30,410.00	23,296.51	386,717.48	334,510.00	52,207.48
TOTAL EXPENSES	1,007,865.00	83,988.75	62,094.03	921,810.19	923,876.25	(2,066.06)
TOTAL RECEIPTS TO DATE						1,445,909.65
TOTAL EXPENSES TO DATE						921,810.19
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss						524,099.46

I CERTIFY THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF

Nehemias Velez, FH Manager

Date

Please note P/I payments below:	Debt Pymts Due	Debt Pymts YTD	Debt Pymts Outstanding
HHR 2006/14 Go Bond Payment	217,850	217,850	0
FH 2009/11 Go Bond Payment	445,925	445,925	0
United Bank-Forkovitch Units	81,516	74,723	6,793
Seller Financed-Forkovitch Family	<u>102,948</u>	<u>94,369</u>	<u>8,579</u>
Total	848,239	832,867	15,372

COMMERCE VILLAGE LLC (CVO)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of November 2018

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Rental Income	83,120.00	6,926.67	6,348.00	73,451.00	76,193.33	(2,742.33)
3410 HAP Funding	124,680.00	10,390.00	9,301.00	97,362.00	114,290.00	(16,928.00)
3610 Interest (VHDA acct)	30.00	2.50	41.73	302.94	27.50	275.44
3690 Other Income-Laundry&Donatio	2,500.00	208.33	119.51	1,270.68	2,291.67	(1,020.99)
3690 Other Inc-Late fees,workorders	2,500.00	208.33	285.28	3,504.53	2,291.67	1,212.86
Total Receipts	212,830.00	17,735.83	16,095.52	175,891.15	195,094.17	(19,203.02)
Expenses:						
Administration:						
4110 Adm Salaries	14,000.00	1,166.67	1,024.60	12,295.20	12,833.33	(538.13)
4540 Adm Benefits	4,220.00	351.67	329.40	3,828.52	3,868.33	(39.81)
4130 Legal Fees	1,000.00	83.33	0.00	0.00	916.67	(916.67)
4140 Staff Training	1,000.00	83.33	0.00	450.00	916.67	(466.67)
4150 Travel	1,000.00	83.33	(200.00)	903.96	916.67	(12.71)
4171 Auditing	1,000.00	83.33	1,000.00	1,000.00	916.67	83.33
4190 Sundry	5,000.00	416.67	6.00	4,494.83	4,583.33	(88.50)
4190 Sundry-Management fees	10,000.00	833.33	827.87	8,984.76	9,166.67	(181.91)
4190 Sundry-HCC fees	0.00	0.00	0.00	0.00	0.00	0.00
Total Administration	37,220.00	3,101.67	2,987.87	31,957.27	34,118.33	(2,161.06)
Tenant Services:						
4240-Case Mgt/Peer Counseling	28,000.00	2,333.33	0.00	0.00	25,666.67	(25,666.67)
4240 Tenant Services-Client	2,000.00	166.67	50.00	930.00	1,833.33	(903.33)
Total Tenant Serv.	30,000.00	2,500.00	50.00	930.00	27,500.00	(26,570.00)
Utilities:						
4310 Water	5,000.00	416.67	331.26	3,505.68	4,583.33	(1,077.65)
4320 Electricity	35,000.00	2,916.67	1,478.88	17,071.88	32,083.33	(15,011.45)
4330 Gas	2,000.00	166.67	143.98	1,710.59	1,833.33	(122.74)
4390 Sewer	14,200.00	1,183.33	931.80	10,201.20	13,016.67	(2,815.47)
Total Utilities	56,200.00	4,683.33	2,885.92	32,489.35	51,516.67	(19,027.32)
Maintenance:						
4410 Maintenance Salaries	20,000.00	1,666.67	379.44	3,423.29	18,333.33	(14,910.04)
4540 Maintenance Benefits	6,000.00	500.00	158.69	1,562.41	5,500.00	(3,937.59)
4420 Materials	4,000.00	333.33	0.00	1,874.40	3,666.67	(1,792.27)
4430 Contract Costs	22,000.00	1,833.33	433.42	14,962.36	20,166.67	(5,204.31)
Total Maintenance	52,000.00	4,333.33	971.55	21,822.46	47,666.67	(25,844.21)
General Expenses:						
4510 Insurance Expenses	6,000.00	500.00	657.40	6,125.53	5,500.00	625.53
4570 Collection Loss	0.00	0.00	1,902.50	1,902.50	0.00	1,902.50
4580 Interest Expense	16,380.00	1,365.00	1,365.00	15,015.00	15,015.00	0.00
4590 Real Estate Taxes	24.00	2.00	1.01	11.11	22.00	(10.89)
1162 Replacement Reserve Acct	9,000.00	750.00	750.00	8,250.00	8,250.00	0.00
Total General Exp.	31,404.00	2,617.00	4,675.91	31,304.14	28,787.00	2,517.14
TOTAL EXPENSES	206,824.00	17,235.33	11,571.25	118,503.22	189,588.67	(71,085.45)
TOTAL RECEIPTS TO DATE						175,891.15
TOTAL EXPENSES TO DATE						118,503.22
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						57,387.93

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT
TO THE BEST OF MY KNOWLEDGE AND BELIEF


Sandra Lowther, Commerce Village Manager

12-19-2018
Date

JR "Polly" Lineweaver Program Management Report
Month of November 2018

Applications

	Efficiency	One bedroom
Currently On Waiting List	0	0
New Applications Taken	0	0

Marketing

	Efficiency	One bedroom	Total
# of units vacant	3	0	3
# of Tenants who moved in	3	0	3
# of Tenants who moved out	3	0	3
# of Tenants who transferred	0	0	0
# of Legal Notices	1	0	1
# of Unlawful Detainers	1	0	1

Occupancy

11	# of minorities	18%
36	# of disabled tenants	59%
56	# of elderly tenants	44%
Total Number of Units Leased: <u>58</u>		

Tenant Accounts Receivable

Accounts Receivable at end of Month	\$20,123.19		
Delinquent Accounts By Age	30 4	60 3	>606
Security Deposits Held	\$12,768.69		
Pet Deposits Held	\$1,950.00		
Rent Billed	\$13,065.92		
Rent Collected	\$13,925.43		

Number of Inspections	<u>0</u>
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Management

Comments on any problems experienced during the month:

I certify that the forgoing information is true and correct to the best of my knowledge and belief.


Lisa Benasher, Lineweaver Property Manager

12-3-2018
Date

Lineweaver Annex Program Management Report...
Month of November 2018

Applications

Currently On Waiting List	100
New Applications Taken	0

Marketing

# of units vacant	4
# of Tenants who moved in	3
# of Tenants who moved out	2
# of Tenants who transferred	0
# of Legal Notices	1
# of Unlawful Detainers	1

Occupancy

3	# of minorities	9%
45	# of disabled tenants	43%
24	# of elderly tenants	55%
Total Number of Units Leased <u>56</u>		

Tenant Accounts Receivable

Accounts Receivable at end of Month	\$24,283.44		
Delinquent Accounts By Age	30 7	60 7	>60 8
Security Deposits Held	\$28,072.70		
Pet Deposits Held	\$1,400.00		
Rent Billed	\$17,633.00		
Rent Collected	\$17,558.30		

Number of Inspections	<u>0</u>
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Management

Comments on any problems experienced during the month:

I certify that the forgoing information is true and correct to the best of my knowledge and belief.



Lisa Benasher, Lineweaver Manager

12-3-18

Date

**FRANKLIN HEIGHTS PROGRAM MANAGEMENT REPORT
FOR THE MONTH OF NOVEMBER 2018**

1.) Marketing:

	<u>1 BDR</u>	<u>2 BDR</u>	<u>3 BDR</u>	<u>4 BDR</u>	<u>5 BDR</u>	<u>Total</u>
# of Units Vacant	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>3</u>
# of Tenants who moved in	<u>0</u>	<u>1</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>4</u>
# of Tenants who moved out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# of Tenants evicted	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# of Tenants who transferred	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# of Legal Notices	<u>2</u>	<u>7</u>	<u>9</u>	<u>1</u>	<u>1</u>	<u>20</u>
# of Unlawful Detainers	<u>1</u>	<u>0</u>	<u>4</u>	<u>0</u>	<u>0</u>	<u>5</u>
Tenants who are over-housed	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tenants who are under-housed	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Units with handicap access	<u>9</u>	<u>0</u>	<u>2</u>	<u>4</u>	<u>1</u>	<u>16</u>
Tenants who need handicap access	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>05</u>
Tenants who have handicap access	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>05</u>

2.) Occupancy:

TOTAL NUMBER OF UNITS LEASED: 126

3.) Tenant Accounts Receivable:

Security and Pet Deposits Held:	<u>\$107,442.00</u>
Rent Billed	<u>\$125,287.94</u>
Rent Collected	<u>\$126,032.50</u>

4.) Applications:

	<u>1 BR</u>	<u>2 BR</u>	<u>3 BR</u>	<u>4 BR</u>	<u>5BR</u>
Currently on the Waiting List there are a total of <u>580</u> applicants.	<u>176</u>	<u>213</u>	<u>142</u>	<u>036</u>	<u>013</u>

5.) Inspections:

Number Completed	Excellent	Good	Acceptable	Needs work	Issues
11	1	0	8	2	0

6.) Management:

Comments on any problems experienced during the month:

Franklin Heights, LLC (FH) had four move-ins for the month of November 2018. FH started taking applications effective November 01, 2018.

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF



Nehemias Velez, FH Property Manager

12/17/18

Date

**COMMERCE VILLAGE PROGRAM MANAGEMENT REPORT
FOR THE MONTH OF NOVEMBER 2018**

1.) Marketing:

	<u>1 BDR VASH</u>	<u>1 BDR HCV</u>
# of Units Vacant	<u>0</u>	<u>0</u>
# of Tenants who moved in	<u>0</u>	<u>0</u>
# of Tenants who moved out	<u>0</u>	<u>0</u>
# of Tenants evicted	<u>0</u>	<u>0</u>
# of Tenants who transferred	<u>0</u>	<u>0</u>
# of Legal Notices	<u>0</u>	<u>0</u>
# of Unlawful Detainers	<u>0</u>	<u>0</u>

2) TOTAL NUMBER OF UNITS LEASED: 30

3.) Tenant Accounts Receivable:

Outstanding Balance	<u>\$2,219.03</u>
Number of Delinquent Accounts by Age:	30: <u>0</u> 60: <u>0</u> 90+: <u>0</u>
Security and Pet Deposits Held:	<u>\$15,097.00</u>
Rent Billed	<u>\$15,739.00</u>
Rent Collected	<u>\$16,110.00</u>

4.) Applications:

Currently on the Waiting List 386

5.) Management:

Comments on any problems experienced during the month:

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF

Andrew J. Fisher

12-6-18

HOUSING CHOICE VOUCHER FAMILY SELF-SUFFICIENCY PROGRAM REPORT
For the month of November 2018

1. HCV Participants

29 Currently in Program
24 Employed
5 Job searching / Pre – Employment Class
18 Have established escrow account
7 Currently on Waiting List
4 Enrolled in school
3 Medical Leave
3 ESL Classes
1 Graduates (Escrow Account)

2. Franklin Heights Participants

Currently in Program 68
58 Households with at Least One Adult working 20 hours per week
55 Have established escrow accounts
5 Enrolled in school
8 Clients enrolled in English Second Language Class
5 Enrolled in Pre-employment classes/job search
4 Clients found jobs
9 Medical Leave

FSS Interventions/Assistance

14 Job searching Assistance/Applications/Resumes
68 Newsletters with important information mailed out
5 Clients earned promotions/raises
10 Late rent notices issued
Worked with residents to get rent paid, work on budgets
4 Transportation (assisted with bus tickets, gas vouchers, or Way to Go)
5 Taking Pre – Employment Class/job search
5 Kids attended Boys and Girls Club
7 Clients FSS staff took to job interviews or job search/applications
1 Earned USA Citizenship

Comments on any accomplishments or problems experienced during the month:

Several clients earned promotions and raises, one graduate from HCV, one FH participant earned USA Citizenship, Schewels Furniture Store is interested in assisting with Christmas Program for FSS we will meet with them to go over details, Sipe LLP, and Denton Family Charitable Foundation each gave \$500 Wal-Mart Gift Cards to assist with FSS Christmas Program.

I certify that the information is true and correct to the best of my knowledge and belief.



Shirley Sheets, Amber Pence, FSS
Coordinators

12/03/2018

DATE

**Harrisonburg Redevelopment & Housing Authority Report
Financial Report as of November 30, 2018**

LOCAL COMMUNITY DEVELOPMENT

Cash:	First Bank & Trust-Operating Funds	\$146,856.91
	Union Bank-FSS Discretionary Fund	\$486.90
Investments:	SunTrust-MMkt	\$5,837.39
	Total	\$153,181.20
	AR Due from:	
	JR Polly Lineweaver Apartments	\$29,195.91
	Housing Choice Voucher Program	\$30,394.71
	Commerce Village, LLC	\$9,363.98
	Franklin Heights, LLC-Operating Expenses	\$71,836.22
	Franklin Heights, LLC-Debt Servicing	\$485,000.00
		\$625,790.82

HOUSING CHOICE VOUCHER PROGRAM

Cash:	SunTrust-Checking Account	\$361,465.83
	United Bank-FSS Escrow for participants	\$91,364.00
	Total	\$452,829.83

J.R. POLLY LINEWEAVER APARTMENTS

Cash:	United Bank-Checking Account	\$20,802.39
	Total	\$20,802.39

ALL PROGRAMS-FH, LW, JRL

Cash:	United Bank-Security Deposit Account	\$184,410.40
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COMPONENT UNITS

Franklin Heights, LLC

Cash:	United Bank-Checking Account	\$11,712.07
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Commerce Village, LLC

Cash:	First Bank & Trust	\$88,982.18
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<u>Grand Total</u>	<u>\$911,918.07</u>
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Harrisonburg Redevelopment & Housing Authority Report
 YTD Financial Report as of November 30, 2018

	Cash Balance as of 1/31	Cash Balance as of 2/28	Cash Balance as of 3/31	Cash Balance as of 4/30	Cash Balance as of 5/31	Cash Balance as of 6/30	Cash Balance as of 7/31	Cash Balance as of 8/31	Cash Balance as of 9/30	Cash Balance as of 10/31	Cash Balance as of 11/30
LOCAL COMMUNITY DEVELOPMENT											
Cash:	\$181,189.25	\$284,304.85	\$272,090.24	\$283,825.10	\$378,458.28	\$418,320.27	\$343,561.78	\$13,951.22	\$73,065.21	\$123,097.83	\$146,856.91
Investments:	\$486.90	\$486.90	\$486.90	\$486.90	\$486.90	\$486.90	\$486.90	\$486.90	\$486.90	\$486.90	\$486.90
	\$5,851.40	\$5,851.49	\$5,851.59	\$5,851.69	\$5,851.79	\$5,851.89	\$5,851.99	\$5,852.09	\$5,852.19	\$5,852.29	\$5,837.39
HOUSING CHOICE VOUCHER PROGRAM											
Cash:	\$176,456.18	\$206,765.51	\$228,236.86	\$236,201.02	\$266,708.49	\$395,188.51	\$392,076.34	\$375,428.20	\$379,195.87	\$376,467.07	\$361,465.83
	\$73,414.00	\$77,110.00	\$79,953.00	\$85,297.00	\$86,125.00	\$89,225.00	\$88,356.00	\$91,683.00	\$91,765.00	\$91,299.00	\$91,364.00
J.R. POLLY LINEWEAVER APARTMENTS											
Cash:	\$32,805.20	\$24,596.41	\$19,328.83	\$15,664.28	\$8,117.79	\$5,561.03	\$20,207.53	\$2,685.44	\$22,458.09	\$23,482.60	\$20,802.39
ALL PROGRAMS-FH, LW, JRL, CVO											
Cash:	\$171,697.23	\$174,963.06	\$178,707.07	\$167,550.00	\$171,199.34	\$175,295.44	\$176,714.68	\$178,689.05	\$181,102.39	\$181,983.06	\$184,410.40
COMPONENT UNITS											
Franklin Heights, LLC											
Cash:	\$12,363.30	\$9,657.27	\$24,891.05	\$16,262.74	\$26,677.74	\$8,661.92	\$5,728.05	\$15,104.14	\$8,624.59	\$18,025.34	\$11,712.07
Commerce Village LLC											
Cash:	\$38,650.30	\$42,492.61	\$47,245.48	\$53,540.86	\$58,897.04	\$64,810.40	\$67,978.13	\$69,660.51	\$81,705.94	\$84,037.50	\$88,982.18
Total	\$692,915.76	\$826,428.10	\$856,791.02	\$864,679.59	\$1,002,522.37	\$1,163,421.36	\$1,100,961.40	\$753,540.55	\$844,456.18	\$904,731.59	\$911,918.07

LOCAL COMMUNITY DEVELOPMENT (LCD)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of December 2019

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3410 HMIS COC Homelessness Grant-16	70,493.99	5,874.50	0.00	70,493.99	70,493.99	0.00
3410 HMIS COC Homelessness Grant-16	15,614.46	1,301.21	15,614.46	15,614.46	15,614.46	0.00
3410 VHSP-VA Hsg Solutions Prgm Grant	53,004.00	4,417.00	6,778.26	47,218.04	53,004.00	(5,785.96)
3610 Interest Income	0.00	0.00	0.10	1.29	0.00	1.29
3690 Other Income	0.00	0.00	0.00	11,750.00	0.00	11,750.00
3690 Developer's Fees	135,000.00	11,250.00	0.00	0.00	135,000.00	(135,000.00)
3690 Admin. Fees	14,000.00	1,166.67	0.00	11,364.03	14,000.00	(2,635.97)
3690 Application Fees	15,000.00	1,250.00	0.00	0.00	15,000.00	(15,000.00)
3690 Lease Income	4,800.00	400.00	400.00	4,800.00	4,800.00	0.00
3690 Management Fees-CV	4,030.00	335.83	836.34	9,821.10	4,030.00	5,791.10
3690 BPort Net Receipts	181,418.00	15,118.17	8,811.71	213,252.64	181,418.00	31,834.64
3690 Lineweaver Apts. Net Receipts	349,200.00	29,100.00	31,487.51	361,848.78	349,200.00	12,648.78
Total Receipts	842,560.45	70,213.37	63,928.38	746,164.33	842,560.45	(96,396.12)
Expenses:						
Administration						
4110 Adm Salaries	123,446.00	10,287.17	10,557.62	120,381.06	123,446.00	(3,064.94)
4540 Adm Benefits	37,034.00	3,086.17	2,817.78	36,270.89	37,034.00	(763.11)
4130 Legal Expense	10,000.00	833.33	1,832.50	22,394.70	10,000.00	12,394.70
4140 Staff Training	5,000.00	416.67	0.00	3,360.00	5,000.00	(1,640.00)
4150 Travel	17,000.00	1,416.67	1,089.15	27,355.60	17,000.00	10,355.60
4171 Auditing Fees	3,000.00	250.00	0.00	2,740.00	3,000.00	(260.00)
4190 Sundry-Admin. Exp.	28,500.00	2,375.00	4,397.40	30,501.65	28,500.00	2,001.65
4190 VHSP-VA Hsg Solutions Prgm Grant	53,004.00	4,417.00	3,175.51	53,106.43	53,004.00	102.43
4190 HMIS Match for Grant Funds	10,000.00	833.33	606.43	10,934.65	10,000.00	934.65
4190 Community Donations (OpDr/COC,etc)	30,000.00	2,500.00	0.00	10,455.95	30,000.00	(19,544.05)
4190 HMIS Homeless Assistance-17	17,306.17	1,442.18	5,440.06	15,614.46	17,306.17	(1,691.71)
4190 HMIS Homeless Assistance-16	66,765.83	5,563.82	0.00	66,765.83	66,765.83	0.00
Total Administration	401,056.00	33,421.33	29,916.45	399,881.22	401,056.00	(1,174.78)
Utilities						
4320 Electric	3,150.00	262.50	202.22	2,429.26	3,150.00	(720.74)
4330 Gas	1,500.00	125.00	160.20	1,200.86	1,500.00	(299.14)
Total Utilities	4,650.00	387.50	362.42	3,630.12	4,650.00	(1,019.88)
Maintenance						
4410 Maintenance Salaries	25,000.00	2,083.33	1,890.75	23,330.13	25,000.00	(1,669.87)
4540 Maintenance Benefits	9,700.00	808.33	621.17	7,119.91	9,700.00	(2,580.09)
4420 Materials	5,000.00	416.67	62.97	6,452.06	5,000.00	1,452.06
4430 Contract Costs	5,500.00	458.33	2,898.77	7,438.58	5,500.00	1,938.58
Total Maintenance	45,200.00	3,766.67	5,473.66	44,340.68	45,200.00	(859.32)
General:						
4510 Insurance	10,500.00	875.00	528.36	9,781.26	10,500.00	(718.74)
4570 Collection Loss/Bad Debt Expens	0.00	0.00	0.00	0.00	0.00	0.00
4000 Bport Expenses	21,140.00	1,761.67	3,198.62	36,312.12	21,140.00	15,172.12
4000 Lineweaver Apartments Expenses	357,466.00	29,788.83	34,247.58	291,769.39	357,466.00	(65,696.61)
Total General	389,106.00	32,425.50	37,974.56	337,862.77	389,106.00	(51,243.23)
TOTAL EXPENSES	840,012.00	70,001.00	73,727.09	785,714.79	840,012.00	(54,297.21)
TOTAL RECEIPTS TO DATE						746,164.33
TOTAL EXPENSES TO DATE						785,714.79
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						(39,550.46)

Michael G. Wong, Executive Director

1/7/19
Date

LINEWEAVER ANNEX APARTMENTS
Statement of Revenues, Expenses, and Changes in Fund Equity
Attachment A
For the Month of December 2018

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Rental Income	226,980.00	18,915.00	17,894.64	226,387.80	226,980.00	(592.20)
3410 HAP Funding	122,220.00	10,185.00	10,942.00	122,096.00	122,220.00	(124.00)
3690 Other Income-Laundry	4,250.00	354.17	298.87	3,700.23	4,250.00	(549.77)
3690 Other Income-Late fees,workordr	4,250.00	354.17	2,352.00	9,664.75	4,250.00	5,414.75
Total Receipts	357,700.00	29,808.33	31,487.51	361,848.78	357,700.00	4,148.78
Expenses:						
Administration:						
4110 Adm Salaries	59,610.00	4,967.50	5,155.96	60,191.79	59,610.00	581.79
4540 Adm Benefits	20,092.00	1,674.33	1,638.52	18,956.79	20,092.00	(1,135.21)
4130 Legal Fees	1,500.00	125.00	0.00	1,461.91	1,500.00	(38.09)
4140 Staff Training	1,000.00	83.33	0.00	135.00	1,000.00	(865.00)
4150 Travel	1,000.00	83.33	0.00	1,322.61	1,000.00	322.61
4171 Auditing	1,000.00	83.33	0.00	1,000.00	1,000.00	0.00
4190 Sundry	18,900.00	1,575.00	1,874.71	10,431.07	18,900.00	(8,468.93)
Total Administration	103,102.00	8,591.83	8,669.19	93,499.17	103,102.00	(9,602.83)
Tenant Services:						
4240 Tenant Services-Other	1,000.00	83.33	570.87	670.87	1,000.00	(329.13)
Total Tenant Serv.	1,000.00	83.33	570.87	670.87	1,000.00	(329.13)
Utilities:						
4310 Water	8,700.00	725.00	603.90	7,442.59	8,700.00	(1,257.41)
4320 Electricity	70,000.00	5,833.33	5,421.56	45,026.85	70,000.00	(24,973.15)
4390 Sewer	25,150.00	2,095.83	1,863.60	22,266.00	25,150.00	(2,884.00)
Total Utilities	103,850.00	8,654.17	7,889.06	74,735.44	103,850.00	(29,114.56)
Maintenance:						
4410 Maintenance Salaries	40,120.00	3,343.33	2,734.15	38,973.88	40,120.00	(1,146.12)
4540 Maintenance Benefits	13,394.00	1,116.17	844.98	12,202.76	13,394.00	(1,191.24)
4420 Materials	20,000.00	1,666.67	1,966.87	15,036.30	20,000.00	(4,963.70)
4430 Contract Costs	65,000.00	5,416.67	11,010.65	43,316.33	65,000.00	(21,683.67)
Total Maintenance	138,514.00	11,542.83	16,556.65	109,529.27	138,514.00	(28,984.73)
General Expenses:						
4510 Insurance Expenses	9,000.00	750.00	561.81	9,398.10	9,000.00	398.10
4570 Collection Loss	2,000.00	166.67	0.00	3,936.54	2,000.00	1,936.54
Total General Exp	11,000.00	916.67	561.81	13,334.64	11,000.00	2,334.64
TOTAL EXPENSES	357,466.00	29,788.83	34,247.58	291,769.39	357,466.00	(65,696.61)
TOTAL RECEIPTS TO DATE						361,848.78
TOTAL EXPENSES TO DATE						291,769.39
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						70,079.39

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT
TO THE BEST OF MY KNOWLEDGE AND BELIEF



Lisa Benasher, Lineweaver Manager

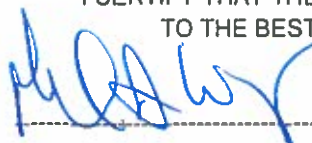


Date

BRIDGEPORT COMPLEX
Statement of Revenues, Expenses, and Changes in Fund Equity
Attachment B
For the Month of December 2018

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3690 Rental Income	181,418.00	15,118.17	8,811.71	179,565.20	181,418.00	(1,852.80)
3690 Other Income	0.00	0.00	0.00	33,687.44	0.00	33,687.44
Total Receipts	181,418.00	15,118.17	8,811.71	213,252.64	181,418.00	31,834.64
Expenses:						
Operations						
4130 Legal Expenses	1,000.00	83.33	0.00	0.00	1,000.00	(1,000.00)
4190-Sundry-Phone	500.00	41.67	61.23	457.66	500.00	(42.34)
Total Op. Expenses	1,500.00	125.00	61.23	457.66	1,500.00	(1,042.34)
Utilities:						
4310 Water	600.00	50.00	0.00	660.00	600.00	60.00
4320 Electricity	2,400.00	200.00	0.00	0.00	2,400.00	(2,400.00)
4330 Gas	2,400.00	200.00	0.00	0.00	2,400.00	(2,400.00)
4310 Sewer	1,240.00	103.33	0.00	0.00	1,240.00	(1,240.00)
Total Utilities	6,640.00	553.33	0.00	660.00	6,640.00	(5,980.00)
Maintenance:						
4420 Materials	3,000.00	250.00	(130.00)	562.00	3,000.00	(2,438.00)
4430 Contract Costs	10,000.00	833.33	1,706.53	15,409.39	10,000.00	5,409.39
Total Maintenance	13,000.00	1,083.33	1,576.53	15,971.39	13,000.00	2,971.39
General Expenses:						
4510 Insurance Expenses	0.00	0.00	0.00	0.00	0.00	0.00
4580 Interst Expense	0.00	0.00	1,560.86	19,223.07	0.00	19,223.07
Total General Exp.	0.00	0.00	1,560.86	19,223.07	0.00	19,223.07
TOTAL EXPENSES	21,140.00	1,761.67	3,198.62	36,312.12	21,140.00	15,172.12
TOTAL RECEIPTS TO DATE						213,252.64
TOTAL EXPENSES TO DATE						36,312.12
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						176,940.52

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT
TO THE BEST OF MY KNOWLEDGE AND BELIEF



Michael G. Wong
Executive Director



Date

Please note: A principal payment to Bank of the James was made in the amount of \$2,047.28 for a total of \$24,074.61 for this fiscal year.

Housing Choice Voucher Program (HCV)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of December 2018

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts						
3300RC Adm-Fraud/Abuse/Set Off De	16,000.00	1,333.33	510.00	13,229.71	16,000.00	(2,770.29)
3300RC HAP-Fraud/Abuse/Set Off De	16,000.00	1,333.33	510.00	13,229.71	16,000.00	(2,770.29)
3300 FSS Fort.	0.00	0.00	0.00	9,760.00	0.00	9,760.00
3300 Portability Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
3610 Interest-HAP	0.00	0.00	0.00	0.00	0.00	0.00
3610 Interest-Adm	0.00	0.00	0.00	0.00	0.00	0.00
3410 HCV FSS Grant Funds	28,444.00	2,370.33	2,190.82	28,444.00	28,444.00	0.00
3410 HCV HAP Payment-Adm Fees	437,219.00	36,434.92	38,310.00	463,476.00	437,219.00	26,257.00
3410 HCV HAP Payment-HAP Fees	5,569,314.00	464,109.50	497,416.00	5,759,587.00	5,569,314.00	190,273.00
Total Receipts	6,066,977.00	505,581.42	538,936.82	6,287,726.42	6,066,977.00	220,749.42
Expenses						
Administration						
4110 Adm Salaries	266,987.00	22,248.92	23,388.02	268,904.71	266,987.00	1,917.71
4110 FSS Salaries (grant portion)	28,444.00	2,370.33	2,190.82	28,444.00	28,444.00	0.00
4540 Adm/FSS Benefits	93,760.00	7,813.33	6,663.15	89,690.83	93,760.00	(4,069.17)
4130 Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00
4140 Staff Training	0.00	0.00	0.00	3,105.00	0.00	3,105.00
4150 Travel	0.00	0.00	0.00	7,155.23	0.00	7,155.23
4171 Auditing Fees	8,000.00	666.67	0.00	8,000.00	8,000.00	0.00
4190 Sundry	40,000.00	3,333.33	3,648.19	38,188.66	40,000.00	(1,811.34)
4190.1 Portability Fees	2,000.00	166.67	528.75	5,447.67	2,000.00	3,447.67
Total Administration	439,191.00	36,599.25	36,418.93	448,936.10	439,191.00	9,745.10
Utilities						
4310 Water	0.00	0.00	0.00	0.00	0.00	0.00
4320 Electric	0.00	0.00	0.00	0.00	0.00	0.00
4330 Gas	0.00	0.00	0.00	0.00	0.00	0.00
4390 Sewer	0.00	0.00	0.00	0.00	0.00	0.00
Total Utilities	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance						
4420 Maintenance Salaries	0.00	0.00	0.00	0.00	0.00	0.00
4540 Maintenance Benefits	0.00	0.00	0.00	0.00	0.00	0.00
4420 Materials	0.00	0.00	0.00	0.00	0.00	0.00
4430 Contract Costs (Unit Inspections)	0.00	0.00	0.00	0.00	0.00	0.00
Total Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
General						
4510 Insurance	10,200.00	856.33	562.03	9,076.94	10,275.96	(1,199.02)
4570 Collection Loss	0.00	0.00	0.00	0.00	0.00	0.00
4715 HAP Portability In	0.00	0.00	0.00	0.00	0.00	0.00
Total	10,200.00	856.33	562.03	9,076.94	10,275.96	(1,199.02)
Total Expenses (excluding HAP)	449,391.00	37,455.58	36,980.96	458,013.04	449,466.96	8,546.08
4715 HAP	5,579,869.00	464,989.08	439,831.00	5,411,106.58	5,579,869.00	(168,762.42)
4715 UAP	0.00	0.00	12,319.00	148,276.60	0.00	148,276.60
4718 FSS Escrow	0.00	0.00	6,793.00	72,926.00	0.00	72,926.00
HAP Total	5,579,869.00	464,989.08	458,943.00	5,632,309.18	5,579,869.00	52,440.18
Total Expenses	6,029,260.00	502,444.66	495,923.96	6,090,322.22	6,029,335.96	60,986.26
TOTAL RECEIPTS TO DATE						6,287,726.42
TOTAL EXPENSES TO DATE						6,090,322.22
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss						197,404.20
					Adm Funds	47,136.67
					HAP Funds	150,267.53

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT
TO THE BEST OF MY KNOWLEDGE AND BELIEF


Liz Webb, Housing Choice Voucher Mgr


Date

J. R. "POLLY" LINEWEAVER (JRL)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of December 2018

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Dwelling Rent	176,256.00	14,688.00	13,134.36	163,491.87	176,256.00	(12,764.13)
3410 HAP Funding	264,383.00	22,031.92	20,739.00	264,430.00	264,383.00	47.00
3410 Service Coord Grant-2017	63,045.18	5,253.77	12,090.73	65,286.66	63,045.18	2,241.48
3690 Other Income-Laundry	6,000.00	500.00	298.89	3,700.34	6,000.00	(2,299.66)
3690 Other Income-Late fees,w/orders	6,000.00	500.00	2,092.80	12,058.46	6,000.00	6,058.46
Total Receipts	515,684.18	42,973.68	48,355.78	508,967.33	515,684.18	(6,716.85)
Expenses:						
Administration						
4110 Adm Salaries	59,610.00	4,967.50	5,007.92	58,545.72	59,610.00	(1,064.28)
4540 Adm Benefits	20,091.00	1,674.25	1,627.28	18,832.41	20,091.00	(1,258.59)
4130 Legal Fees	1,500.00	125.00	0.00	1,436.94	1,500.00	(63.06)
4140 Staff Training	1,000.00	83.33	0.00	135.00	1,000.00	(865.00)
4150 Travel	1,000.00	83.33	0.00	879.60	1,000.00	(120.40)
4171 Auditing Fees	2,000.00	166.67	0.00	2,000.00	2,000.00	0.00
4190 Sundry	18,900.00	1,575.00	1,215.68	12,930.70	18,900.00	(5,969.30)
Total Administration	104,101.00	8,675.08	7,850.88	94,760.37	104,101.00	(9,340.63)
Tenant Services:						
4220-40 Service Coord Grant-2017	63,045.18	5,253.77	12,090.73	65,286.56	63,045.18	2,241.38
4230 Tenant Services-Other	1,000.00	83.33	570.86	670.86	1,000.00	(329.14)
Total Tenant Serv.	64,045.18	5,337.10	12,661.59	65,957.42	64,045.18	1,912.24
Utilities:						
4310 Water	7,500.00	625.00	623.70	7,858.98	7,500.00	358.98
4320 Electric	65,000.00	5,416.67	8,399.66	76,593.57	65,000.00	11,593.57
4390 Sewer	25,000.00	2,083.33	1,925.72	23,437.86	25,000.00	(1,562.14)
Total Utilities	97,500.00	8,125.00	10,949.08	107,890.41	97,500.00	10,390.41
Maintenance:						
4410 Maintenance Salaries	40,120.00	3,343.33	2,734.19	38,974.24	40,120.00	(1,145.76)
4540 Maintenance Benefits	13,394.00	1,116.17	845.10	12,203.87	13,394.00	(1,190.13)
4420 Materials	5,000.00	416.67	638.74	5,803.24	5,000.00	803.24
4430 Contract	55,000.00	4,583.33	8,431.58	54,667.30	55,000.00	(332.70)
Total Maintenance	113,514.00	9,459.50	12,649.61	111,648.65	113,514.00	(1,865.35)
General:						
4510 Insurance	12,000.00	1,000.00	618.51	13,067.67	12,000.00	1,067.67
4570 Collection Loss	0.00	0.00	0.00	2,842.35	0.00	2,842.35
4580 United Bank Bond Interest	49,696.00	4,141.33	3,223.91	40,263.84	49,696.00	(9,432.16)
Total General	61,696.00	5,141.33	3,842.42	56,173.86	61,696.00	(5,522.14)
TOTAL EXPENSES	440,856.18	36,738.02	47,953.58	436,430.71	440,856.18	(4,425.47)
TOTAL RECEIPTS TO DATE						508,967.33
TOTAL EXPENSES TO DATE						436,430.71
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						72,536.62

I CERTIFY THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF


 Lisa Benasher, Lineweaver Manager


 Date

Please note: A principal payment to United Bank was made in the amount of \$6,442.37 for a total of \$75,731.52 for this fiscal year

FRANKLIN HEIGHTS, LLC
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of December 2018

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Dwelling Rent	411,000.00	34,250.00	32,201.00	366,593.43	411,000.00	(44,406.57)
3410 HAP Funding	958,775.00	79,897.92	87,228.00	1,038,120.00	958,775.00	79,345.00
3610 Interest Income	50.00	4.17	0.00	0.00	50.00	(50.00)
3690 Other Income-Late fees, etc.	10,000.00	833.33	8,155.02	28,815.24	10,000.00	18,815.24
3410 Other Receipts-CDBG Funds	140,000.00	11,666.67	0.00	140,000.00	140,000.00	0.00
Total Receipts	1,519,825.00	126,652.08	127,584.02	1,573,528.67	1,519,825.00	53,703.67
Expenses:						
Administration						
4110 Adm Salaries	161,985.00	13,498.75	17,307.00	202,053.57	161,985.00	40,068.57
4540 Adm Benefits	54,520.00	4,543.33	5,171.14	62,712.22	54,520.00	8,192.22
4130 Legal Fees	2,000.00	166.67	0.00	1,984.43	2,000.00	(15.57)
4140 Staff Training	1,000.00	83.33	0.00	2,025.00	1,000.00	1,025.00
4150 Travel	1,500.00	125.00	0.00	1,433.92	1,500.00	(66.08)
4171 Auditing Fees	1,600.00	133.33	0.00	1,600.00	1,600.00	0.00
4190 Sundry	24,000.00	2,000.00	2,612.43	23,734.69	24,000.00	(265.31)
Total Administration	246,605.00	20,550.42	25,090.57	295,543.83	246,605.00	48,938.83
Tenant Services						
4240 Tenant Services-Recreation	1,500.00	125.00	0.00	469.16	1,500.00	(1,030.84)
Total Tenant Services	1,500.00	125.00	0.00	469.16	1,500.00	(1,030.84)
Utilities						
4310 Water	0.00	0.00	(1,231.12)	(2,080.40)	0.00	(2,080.40)
4320 Electric	16,500.00	1,375.00	628.36	9,207.09	16,500.00	(7,292.91)
4330 Gas	2,500.00	208.33	228.82	1,447.08	2,500.00	(1,052.92)
4390 Sewer	0.00	0.00	(744.17)	(3,120.58)	0.00	(3,120.58)
Total Utilities	19,000.00	1,583.33	(1,118.11)	5,453.19	19,000.00	(13,546.81)
Maintenance						
4410 Maintenance Salaries	164,000.00	13,666.67	12,421.50	135,909.85	164,000.00	(28,090.15)
4540 Maintenance Benefits	50,840.00	4,236.67	2,848.31	38,268.25	50,840.00	(12,571.75)
4420 Materials	41,000.00	3,416.67	4,179.82	31,598.22	41,000.00	(9,401.78)
4430 Contract	120,000.00	10,000.00	24,626.37	95,898.67	120,000.00	(24,101.33)
Total Maintenance	375,840.00	31,320.00	44,076.00	301,674.99	375,840.00	(74,165.01)
General						
4510 Insurance	37,520.00	3,126.67	1,793.09	40,872.72	37,520.00	3,352.72
4570 Collection Loss	0.00	0.00	0.00	5,188.04	0.00	5,188.04
4590 Real Estate Taxes	20,800.00	1,733.33	0.00	23,644.62	20,800.00	2,844.62
4580 Interest Expense-HHR	108,350.00	9,029.17	0.00	102,850.00	108,350.00	(5,500.00)
4580 Interest Expense-FH	111,303.00	9,275.25	0.00	145,925.00	111,303.00	34,622.00
4580 Interest Expense-FORK(UB)	36,383.00	3,031.92	2,265.74	28,296.97	36,383.00	(8,086.03)
4580 Interest Expense-FORK(Seller Fin)	50,564.00	4,213.67	3,884.63	47,883.59	50,564.00	(2,680.41)
Total General	364,920.00	30,410.00	7,943.46	394,660.94	364,920.00	29,740.94
TOTAL EXPENSES	1,007,865.00	83,988.75	75,991.92	997,802.11	1,007,865.00	(10,062.89)
TOTAL RECEIPTS TO DATE						1,573,528.67
TOTAL EXPENSES TO DATE						997,802.11
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Net Income/Loss						575,726.56

I CERTIFY THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF


 Nehemias Velez, FH Manager

11/11/19
 Date

Please note P/I payments below:	Debt Pymts Due	Debt Pymts YTD	Debt Pymts Outstanding
HHR 2006/14 Go Bond Payment	217,850	217,850	0
FH 2009/11 Go Bond Payment	445,925	445,925	0
United Bank- Forkovitch Units	81,516	81,516	0
Seller Financed-Forkovitch Family	102,948	102,948	0
Total	848,239	848,239	0

COMMERCE VILLAGE LLC (CVO)
Statement of Revenues, Expenses, and Changes in Fund Equity
For the Month of December 2018

	Annual Budget	Monthly Budget	Total This Month	Actual To Date	Budget To Date	Over/(Under) To Date
Receipts:						
3110 Rental Income	83,120.00	6,926.67	6,259.00	79,710.00	83,120.00	(3,410.00)
3410 HAP Funding	124,680.00	10,390.00	9,641.00	107,003.00	124,680.00	(17,677.00)
3610 Interest (VHDA acct)	30.00	2.50	45.71	348.65	30.00	318.65
3690 Other Income-Laundry&Donatio	2,500.00	208.33	463.51	1,734.19	2,500.00	(765.81)
3690 Other Inc-Late fees,workorders	2,500.00	208.33	35.00	3,539.53	2,500.00	1,039.53
Total Receipts	212,830.00	17,735.83	16,444.22	192,335.37	212,830.00	(20,494.63)
Expenses:						
Administration:						
4110 Adm Salaries	14,000.00	1,166.67	1,104.60	13,399.80	14,000.00	(600.20)
4540 Adm Benefits	4,220.00	351.67	335.52	4,164.04	4,220.00	(55.96)
4130 Legal Fees	1,000.00	83.33	0.00	0.00	1,000.00	(1,000.00)
4140 Staff Training	1,000.00	83.33	0.00	450.00	1,000.00	(550.00)
4150 Travel	1,000.00	83.33	0.00	903.96	1,000.00	(96.04)
4171 Auditing	1,000.00	83.33	0.00	1,000.00	1,000.00	0.00
4190 Sundry	5,000.00	416.67	212.53	4,707.36	5,000.00	(292.64)
4190 Sundry-Management fees	10,000.00	833.33	836.34	9,821.10	10,000.00	(178.90)
4190 Sundry-HCC fees	0.00	0.00	6,010.00	6,010.00	0.00	6,010.00
Total Administration	37,220.00	3,101.67	8,498.99	40,456.26	37,220.00	3,236.26
Tenant Services:						
4240-Case Mgt/Peer Counseling	28,000.00	2,333.33	0.00	0.00	28,000.00	(28,000.00)
4240 Tenant Services-Client	2,000.00	166.67	0.00	930.00	2,000.00	(1,070.00)
Total Tenant Serv	30,000.00	2,500.00	0.00	930.00	30,000.00	(29,070.00)
Utilities:						
4310 Water	5,000.00	416.67	326.70	3,832.38	5,000.00	(1,167.62)
4320 Electricity	35,000.00	2,916.67	1,671.68	18,743.56	35,000.00	(16,256.44)
4330 Gas	2,000.00	166.67	179.98	1,890.57	2,000.00	(109.43)
4390 Sewer	14,200.00	1,183.33	931.80	11,133.00	14,200.00	(3,067.00)
Total Utilities	56,200.00	4,683.33	3,110.16	35,599.51	56,200.00	(20,600.49)
Maintenance:						
4410 Maintenance Salaries	20,000.00	1,666.67	397.23	3,820.52	20,000.00	(16,179.48)
4540 Maintenance Benefits	6,000.00	500.00	161.38	1,723.79	6,000.00	(4,276.21)
4420 Materials	4,000.00	333.33	0.00	1,874.40	4,000.00	(2,125.60)
4430 Contract Costs	22,000.00	1,833.33	3,146.44	18,156.80	22,000.00	(3,843.20)
Total Maintenance	52,000.00	4,333.33	3,705.05	25,575.51	52,000.00	(26,424.49)
General Expenses:						
4510 Insurance Expenses	6,000.00	500.00	(264.46)	5,861.07	6,000.00	(138.93)
4570 Collection Loss	0.00	0.00	0.00	1,902.50	0.00	1,902.50
4580 Interest Expense	16,380.00	1,365.00	1,365.00	16,380.00	16,380.00	0.00
4590 Real Estate Taxes	24.00	2.00	1.01	12.12	24.00	(11.88)
1162 Replacement Reserve Acct	9,000.00	750.00	750.00	9,000.00	9,000.00	0.00
Total General Exp.	31,404.00	2,617.00	1,851.55	33,155.69	31,404.00	1,751.69
TOTAL EXPENSES	206,824.00	17,235.33	17,165.75	135,716.97	206,824.00	(71,107.03)
TOTAL RECEIPTS TO DATE						192,335.37
TOTAL EXPENSES TO DATE						135,716.97
TOTAL RECEIPTS LESS TOTAL EXPENSES TO DATE-Income/Loss						56,618.40

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT
TO THE BEST OF MY KNOWLEDGE AND BELIEF


Sandra Lowther, Commerce Village Manager

1/8/2019
Date

**FRANKLIN HEIGHTS PROGRAM MANAGEMENT REPORT
FOR THE MONTH OF DECEMBER 2018**

1.) Marketing:

	<u>1 BDR</u>	<u>2 BDR</u>	<u>3 BDR</u>	<u>4 BDR</u>	<u>5 BDR</u>	<u>Total</u>
# of Units Vacant	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>3</u>
# of Tenants who moved in	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
# of Tenants who moved out	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>
# of Tenants evicted	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# of Tenants who transferred	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
# of Legal Notices	<u>5</u>	<u>10</u>	<u>14</u>	<u>4</u>	<u>0</u>	<u>33</u>
# of Unlawful Detainers	<u>0</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3</u>
Tenants who are over-housed	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Tenants who are under-housed	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Units with handicap access	<u>9</u>	<u>0</u>	<u>2</u>	<u>4</u>	<u>1</u>	<u>16</u>
Tenants who need handicap access	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>05</u>
Tenants who have handicap access	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>05</u>

2.) Occupancy:

TOTAL NUMBER OF UNITS LEASED: 126

3.) Tenant Accounts Receivable:

Security and Pet Deposits Held:	<u>\$108,007.00</u>
Rent Billed	<u>\$127,133.86</u>
Rent Collected	<u>\$121,703.26</u>

4.) Applications:

	<u>1 BR</u>	<u>2 BR</u>	<u>3 BR</u>	<u>4 BR</u>	<u>5BR</u>
Currently on the Waiting List there are a total of <u>820</u> applicants.	<u>224</u>	<u>325</u>	<u>198</u>	<u>054</u>	<u>019</u>

5.) Inspections:

Number Completed	Excellent	Good	Acceptable	Needs work	Issues
14	2	0	10	1	1

6.) Management:

Comments on any problems experienced during the month:

Franklin Heights, LLC (FH) had one move-in and one move-out for the month of December 2018. FH started taking applications effective November 01, 2018.

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF



Nehemias Velez, FH Property Manager

1/11/19
Date

**COMMERCE VILLAGE PROGRAM MANAGEMENT REPORT
FOR THE MONTH OF DECEMBER 2018**

1.) Marketing:

	<u>1 BDR VASH</u>	<u>1 BDR HCV</u>
# of Units Vacant	<u>0</u>	<u>0</u>
# of Tenants who moved in	<u>0</u>	<u>0</u>
# of Tenants who moved out	<u>0</u>	<u>0</u>
# of Tenants evicted	<u>0</u>	<u>0</u>
# of Tenants who transferred	<u>0</u>	<u>0</u>
# of Legal Notices	<u>0</u>	<u>0</u>
# of Unlawful Detainers	<u>0</u>	<u>0</u>

2) TOTAL NUMBER OF UNITS LEASED: 30

3.) Tenant Accounts Receivable:

Outstanding Balance	<u>\$3,059.03</u>
Number of Delinquent Accounts by Age:	30: <u>1</u> 60: <u>1</u> 90+: <u>0</u>
Security and Pet Deposits Held:	<u>\$15,097.00</u>
Rent Billed	<u>\$15,900.00</u>
Rent Collected	<u>\$15,095.00</u>

4.) Applications:

Currently on the Waiting List 501

5.) Management:

Comments on any problems experienced during the month:

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF



1-2-2019

**HOUSING CHOICE VOUCHER FAMILY SELF-SUFFICIENCY PROGRAM REPORT
For the month of December 2018**

1. HCV Participants

29 Currently in Program
25 Employed
5 Job searching / Pre – Employment Class
16 Have established escrow accounts
8 Currently on Waiting List
2 Enrolled in school
2 Medical Leave
3 ESL Classes

2. Franklin Heights Participants

Currently in Program 67
58 Households with at Least One Adult working 20 hours per week
39 Have established escrow accounts
9 Enrolled in school
9 Clients enrolled in English Second Language Class
6 Enrolled in Pre-employment classes/job search
3 Clients found jobs
9 Medical Leave
1 Client earned USA Citizenship
1 Graduate (escrow)

FSS Interventions/Assistance

15 Job searching Assistance/Applications/Resumes
67 Newsletters with community resources and activities mailed out
4 Clients earned promotions/raises
10 Late rent notices issued
Worked with residents to get rent paid, work on budgets
6 Transportation (assisted with gas vouchers thru Way to Go)
6 Taking Pre – Employment Class/job search
5 Kids attended Boys and Girls Club
5 Clients FSS staff took to job interviews, job fair or job search/applications

Comments on any accomplishments or problems experienced during the month:

Several participants earned promotions and raises, one graduate from FH with escrow, one earned USA Citizenship, Assisted 53 families, for a total of 139 kids with Christmas gifts, the community, JC Penney, Valley mall, staff and WHSV were sent thank you notes for assisting us in helping our participants to have a very happy holiday. FSS attended job fair at Simms and assisted 5 clients with resumes, application assistance.

I certify that the information is true and correct to the best of my knowledge and belief.



Shirley Sheets, Amber Pence, FSS
Coordinators

01/02/2018

DATE

**Harrisonburg Redevelopment & Housing Authority Report
Financial Report as of December 31, 2018**

LOCAL COMMUNITY DEVELOPMENT

Cash:	First Bank & Trust-Operating Funds		\$201,213.26
	Union Bank-FSS Discretionary Fund		\$486.90
Investments:	SunTrust-MMkt		\$5,852.49
		Total	\$207,552.65
	AR Due from:		
	JR Polly Lineweaver Apartments	\$17,215.53	
	Housing Choice Voucher Program	\$0.00	
	Commerce Village, LLC	\$0.00	
	Franklin Heights, LLC-Operating Expenses	\$84,116.13	
	Franklin Heights, LLC-Debt Servicing	\$430,000.00	
		\$531,331.66	

HOUSING CHOICE VOUCHER PROGRAM

Cash:	SunTrust-Checking Account		\$364,398.58
	United Bank-FSS Escrow for participants		\$95,073.00
		Total	\$459,471.58

J.R. POLLY LINEWEAVER APARTMENTS

Cash:	United Bank-Checking Account		\$0.00
		Total	\$0.00

ALL PROGRAMS-FH, LW, JRL

Cash:	United Bank-Security Deposit Account		\$168,803.91
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COMPONENT UNITS

Franklin Heights, LLC

Cash:	United Bank-Checking Account		\$0.00
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Commerce Village, LLC

Cash:	First Bank & Trust		\$80,595.52
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<u>Grand Total</u>	<u>\$916,423.66</u>
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Harrisonburg Redevelopment & Housing Authority Report
 YTD Financial Report as of December 31, 2018

	Cash Balance as of 1/31	Cash Balance as of 2/28	Cash Balance as of 3/31	Cash Balance as of 4/30	Cash Balance as of 5/31	Cash Balance as of 6/30	Cash Balance as of 7/31	Cash Balance as of 8/31	Cash Balance as of 9/30	Cash Balance as of 10/31	Cash Balance as of 11/30	Cash Balance as of 12/31
LOCAL COMMUNITY DEVELOPMENT												
Cash:	\$181,189.25	\$284,304.85	\$272,090.24	\$283,825.10	\$378,458.28	\$418,320.27	\$343,561.78	\$13,951.22	\$73,065.21	\$123,097.83	\$146,856.91	\$201,213.26
1st Bank & Trust	\$486.90	\$486.90	\$486.90	\$486.90	\$486.90	\$486.90	\$486.90	\$486.90	\$486.90	\$486.90	\$486.90	\$486.90
Union Market Bank-FSS	\$5,851.40	\$5,851.49	\$5,851.59	\$5,851.69	\$5,851.79	\$5,851.89	\$5,851.99	\$5,852.09	\$5,852.19	\$5,852.29	\$5,837.39	\$5,852.49
SunTrust-MMkt												
HOUSING CHOICE VOUCHER PROGRAM												
Cash:	\$176,458.18	\$206,765.51	\$228,236.86	\$236,201.02	\$266,708.49	\$395,188.51	\$392,076.34	\$375,428.20	\$379,195.87	\$376,467.07	\$361,465.83	\$364,398.58
United Bank-FSS Escrow	\$73,414.00	\$77,110.00	\$79,953.00	\$85,297.00	\$86,125.00	\$89,225.00	\$88,356.00	\$91,683.00	\$91,765.00	\$91,299.00	\$91,364.00	\$95,073.00
J.R. POLLY LINEWEAVER APARTMENTS												
Cash:	\$32,805.20	\$24,596.41	\$19,328.63	\$15,664.28	\$8,117.79	\$5,561.03	\$20,207.53	\$2,685.44	\$22,458.09	\$23,482.60	\$20,802.39	\$0.00
ALL PROGRAMS-FH, LW, JRL, CVO												
Cash:	\$171,697.23	\$174,963.06	\$178,707.07	\$167,550.00	\$171,199.34	\$175,295.44	\$176,714.68	\$178,689.05	\$181,102.39	\$181,983.06	\$184,410.40	\$168,803.91
COMPONENT UNITS												
Franklin Heights, LLC												
Cash:	\$12,363.30	\$9,857.27	\$24,891.05	\$16,262.74	\$26,677.74	\$8,681.92	\$5,728.05	\$15,104.14	\$8,824.59	\$18,025.34	\$11,712.07	\$0.00
United Bank-Checking												
Commerce Village LLC												
Cash:	\$38,650.30	\$42,482.61	\$47,245.48	\$53,540.86	\$58,897.04	\$64,810.40	\$67,978.13	\$69,660.51	\$81,705.94	\$84,037.50	\$88,982.18	\$80,595.52
1st Bank & Trust												
Total	\$692,915.76	\$826,428.10	\$856,791.02	\$864,679.59	\$1,002,522.37	\$1,163,421.36	\$1,100,861.40	\$753,540.55	\$844,456.18	\$904,731.59	\$911,918.07	\$916,423.66

**Harrisonburg Redevelopment & Housing Authority Report
Financial Report as of December 31, 2018**

Franklin Heights, LLC

Income	\$	1,573,528.67
Expenses	\$	(997,802.11)
Less: Principal Payments	\$	(523,284.24)
Total	\$	52,442.32

J.R. POLLY LINEWEAVER APARTMENTS

Income	\$	508,967.33
Expenses	\$	(436,430.71)
Add: Service Coordinator Grant Funds	\$	65,286.66
Less: Service Coordinator Grant Expenses	\$	(65,286.66)
Less: Principal Payments	\$	(75,631.52)
Total	\$	(3,094.90)